

Allen David Bordelon ET8012 Cohort 5 Field-based Activities Summary Report & Validation
Appendix G: Internship Field-based Activities Summary Report and Validation



LAMAR UNIVERSITY

Lamar University – M.Ed. in Educational Technology Leadership

Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. It is also to be signed by your site mentor at the conclusion of your field-based activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 *Please note that course number changes in Fall 2010*.

Once complete:

- PDF the Validated Summary Report and email to kayabernathy@gmail.com
- Create a new page on your wiki, titled "Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

Note: Hours are cumulative and cover activities that may span weeks or months. Hours are listed only once for each activity, under the highest-numbered Performance Indicator applicable to the activity.

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard I. Technology Operations and Concepts	TF-1.A	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Present Tech Bytes for Leaders	September-October 2010	N/A
		Attend District Improvement Plan committee meeting	October 2010	N/A
		Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A

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TF - I. B	Combating virus outbreak; upgrading network antivirus & intrusion prevention systems	September 2010	N/A
	Provide txGradebook inservice training to LVISD teachers	August 2010	N/A
	Hold Technology Department School-year Kickoff Meeting	August 2010	N/A
	Launch LVISD Technology blog for teachers and staff	August 2010	N/A
	Plan summer infrastructure upgrades and repairs	May 2010	6.0
	Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting	May 2010	N/A
	Load and configure my MacBook Pro with latest OS, apps, and Parallels software to run multiple virtual Windows sessions for network management, control and personal productivity	May 2010	N/A
	ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
	Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
	Upgrade and reconfigure Renaissance Learning server	February 2010	N/A
	Combating virus outbreak; upgrading network antivirus & intrusion prevention systems	September 2010	N/A
	Attend training on txGradebook	July 2010	N/A
	Attend training on Aware Student Data Analysis system	March-July 2010	N/A
	Attend training on new operational technology and energy management systems for new HS Annex	May 2010	N/A
	Load and configure my MacBook Pro with latest OS, apps, and Parallels software to run multiple	May 2010	N/A

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	virtual Windows sessions for network management, control and personal productivity		
	Attend San Antonio Area Technology Director's Meeting	May 2010	N/A
	Attend ESC Region 20 Technology Directors Cohort meeting	April 2010	N/A
	ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
	Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
	Attend Internet2 overview at ESC20	March 2010	N/A
Subtotal			6.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Attend Project Share training session	March-September 2010	N/A
	TF-II.B	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Provide txGradebook inservice training to LVISD teachers	August 2010	N/A
		Hold Technology Department School-year Kickoff Meeting	August 2010	N/A
		ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
		Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
		Attend Project Share training session	March-September 2010	N/A
	TF-II.C	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Combating virus outbreak; upgrading network antivirus & intrusion prevention systems	September 2010	N/A
		Attend training on Aware	March-July 2010	N/A

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		Student Data Analysis system		
		Attend ESC Region 20 Technology Directors Cohort meeting	April 2010	N/A
		Attend Internet2 overview at ESC20	March 2010	N/A
		Meet with Superintendent, Assistant Superintendent and Director of Finance on technology budgeting	February 2010	N/A
		Prepare and submitted E-Rate forms and reports	February-October 2010	N/A
		Attend Project Share training session	March-September 2010	N/A
		Meet with vendors on LVISD Server Virtualization and Cloud Computing projects	April-July 2010	N/A
	TF-II.D	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Attend Project Share training session	March-September 2010	N/A
	TF-II.E	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Provide txGradebook inservice training to LVISD teachers	August 2010	N/A
		Hold Technology Department School-year Kickoff Meeting	August 2010	N/A
		Attend Seawinn Curriculum System training session	May 2010	N/A
		Attend Project Share training	March-September 2010	N/A

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		session		
	TF-II.F	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Attend Seawinn Curriculum System training session	May 2010	N/A
		Attend Project Share training session	March-September 2010	10.0
Subtotal				10.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
	TF-III.B	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Upgrade and reconfigure Renaissance Learning server	February 2010	N/A
	TF-III.C	Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	N/A
	TF-III.D	Upgrade and reconfigure Renaissance Learning server	February 2010	N/A
	TF-III.E	Attend Seawinn Curriculum System training session	May 2010	N/A
Subtotal				0.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A	Attend District Assessment Team Meeting	August 2010	N/A
		Attend training on txGradebook	July 2010	N/A
		Attend training on Aware Student Data Analysis system	March-July 2010	N/A
		Upgrade and reconfigure Renaissance Learning server	February 2010	N/A
	TF-IV.B	Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
		Attend District Assessment Team Meeting	August 2010	N/A
		Attend training on txGradebook	July 2010	N/A
		Attend training on Aware Student Data Analysis system	March-July 2010	N/A
		Upgrade and reconfigure Renaissance Learning server	February 2010	N/A
	TF-IV.C	Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
Attend District Assessment Team Meeting		August 2010	N/A	
Subtotal				0.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	N/A
		Attend District Assessment Team Meeting	August 2010	N/A
		Attend training on new operational technology and energy management systems for new HS Annex	May 2010	N/A
		Attend Seawinn Curriculum System training session	May 2010	N/A
		Attend San Antonio Area Technology Director's Meeting	May 2010	N/A
		Attend netVision 20 Technology Directors meeting at ESC20	February 2010	N/A
	TF-V.B	Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
		Combating virus outbreak; upgrading network antivirus & intrusion prevention systems	September 2010	30.0
		Attend District Assessment Team Meeting	August 2010	N/A
		Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting	May 2010	N/A
		Attend San Antonio Area Technology Director's Meeting	May 2010	N/A
		Attend netVision 20 Technology Directors meeting at ESC20	February 2010	N/A
	TF-V.C	Launch LVISD Technology blog for teachers and staff	August 2010	N/A
		Attend Seawinn Curriculum System training session	May 2010	N/A
		Load and configure my MacBook Pro with latest OS, apps, and Parallels software to run multiple virtual Windows	May 2010	N/A

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TF-V.D		sessions for network management, control and personal productivity		
		Present Tech Bytes for Leaders	September-October 2010	N/A
		Attend District Improvement Plan committee meeting	October 2010	N/A
		Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	N/A
		Attend District Assessment Team Meeting	August 2010	N/A
		Launch LVISD Technology blog for teachers and staff	August 2010	N/A
		District web site review and update	June 2010	4.0
		Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting	May 2010	N/A
		ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
		Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
		District web site review and update	March 2010	4.0
		Attend netVision 20 Executive Steering Committee at ESC20	February 2010	4.0
	Subtotal			42.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Provide txGradebook inservice training to LVISD teachers	August 2010	12.0
		Hold Technology Department School-year Kickoff Meeting	August 2010	N/A
		Launch LVISD Technology blog for teachers and staff	August 2010	N/A
		ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
		Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
		Update student AUP and WPP policies and ePlan LVISD LRPT	February-March 2010	N/A
	TF-VI.B	Prepare and submitted E-Rate forms and reports	February-October 2010	N/A
	TF-VI.C	Update student AUP and WPP policies and ePlan LVISD LRPT	February-March 2010	N/A
	TF-VI.D	Provide training on virus prevention	September 2010	2.0
		ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	N/A
		Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	N/A
		Update student AUP and WPP policies and ePlan LVISD LRPT	February-March 2010	N/A

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TF-VI.E	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
	Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
	Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
	Attend training on Aware Student Data Analysis system	March-July 2010	N/A
	Attend Internet2 overview at ESC20	March 2010	N/A
	Meet with Superintendent, Assistant Superintendent and Director of Finance on technology budgeting	February 2010	N/A
	Prepare and submitted E-Rate forms and reports	February-October 2010	N/A
	Work on updating and upgrading servers and District network infrastructure	April-June 2010	N/A
Subtotal			14.0

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Attend Seawinn Curriculum System training session	May 2010	6.0
		Upgrade and reconfigure Renaissance Learning server	February 2010	8.0
		Meet with Superintendent, Assistant Superintendent and Director of Finance on technology budgeting	February 2010	N/A
		Meet with vendors on LVIDS Server Virtualization and Cloud Computing projects	April-July 2010	N/A
		Work on updating and upgrading servers and District network infrastructure	April-June 2010	N/A
	TF-VII.B	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting	May 2010	N/A
		Prepare/submit Technology budget	May 2010	N/A
		Meet with Superintendent, Assistant Superintendent and Director of Finance on technology budgeting	February 2010	N/A

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		Prepare and submitted E-Rate forms and reports	February-October 2010	N/A
		Meet with vendors on LVISD Server Virtualization and Cloud Computing projects	April-July 2010	24.0
		Work on updating and upgrading servers and District network infrastructure	April-June 2010	88.0
	TF-VII.C	Attend training on txGradebook	July 2010	4.0
		Attend training on Aware Student Data Analysis system	March-July 2010	7.5
		Attend training on new operational technology and energy management systems for new HS Annex	May 2010	6.0
		Attend San Antonio Area Technology Director's Meeting	May 2010	4.0
		Attend ESC Region 20 Technology Directors Cohort meeting	April 2010	4.0
		Attend Internet2 overview at ESC20	March 2010	4.0
		Attend netVision 20 Technology Directors meeting at ESC20	February 2010	N/A
	Subtotal			155.5

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	August-October 2010	N/A
		Present Tech Bytes for Leaders	September-October 2010	N/A
		Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
		Attend District Improvement Plan committee meeting	October 2010	N/A
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	N/A
		Hold Technology Department School-year Kickoff Meeting	August 2010	N/A
		Launch LVISD Technology blog for teachers and staff	August 2010	N/A
		Present summer technology upgrade plan at Leadership Team Meeting and Directors Meeting	May 2010	N/A
		ESC Region 20 Tech Fiesta Digital Native Learning Styles presentation research and preparation	April 2010	12.0
		Present Digital Native Learning Styles presentation at ESC Region 20 Tech Fiesta	April 2010	8.0
		Update student AUP and WPP policies and ePlan LVISD LRPT	February-March 2010	N/A
		Attend netVision 20 Technology Directors meeting at ESC20	February 2010	4.0
	TF-VIII.B	Present Tech Bytes for Leaders	September-October 2010	N/A
		Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
		Attend District Improvement	October 2010	N/A

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		Plan committee meeting		
	TF-VIII.C	Present Tech Bytes for Leaders	September-October 2010	N/A
		Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	N/A
		Attend District Improvement Plan committee meeting	October 2010	N/A
		Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	N/A
		Attend District Assessment Team Meeting	August 2010	3.0
	TF-VIII.D	Present Tech Bytes for Leaders	September-October 2010	N/A
		Work with campus facilitators on administration of Texas Teacher STaR Chart	October 2010	4.0
		Attend District Improvement Plan committee meeting	October 2010	2.0
		Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices	September 2010	4.0
		Hold Technology Department School-year Kickoff Meeting	August 2010	2.0
		Launch LVISD Technology blog for teachers and staff	August 2010	4.0
		Prepare/submit Technology budget	May 2010	4.0
		Update student AUP and WPP policies and ePlan LVISD LRPT	February-March 2010	40.0
		Meet with Superintendent, Assistant Superintendent and Director of Finance on technology budgeting	February 2010	3.0
		Prepare and submitted E-Rate	February-October 2010	42.0

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		forms and reports		
	TF-VIII.E	Plan, design and implement Special Ed Virtualization/Virtual Desktop project. *Internship Project	July-October 2010	76.0
		Host meetings of District Instructional Software Committee. *Internship Project	October 2010	2.5
		Present Tech Bytes for Leaders	September-October 2010	1.5
		Present my Personal Digital Story, discuss digital storytelling at School Board Meeting	October 2010	0.5
		Present summer technology upgrade plans at Leadership Team Meeting and Directors Meeting	May 2010	1.5
Subtotal			214.0	
TOTAL			441.5	

Note: Hours are cumulative and cover activities that may span weeks or months. Hours are listed only once for each activity, under the highest-numbered Performance Indicator applicable to the activity.

Site Mentor:

Name: Dr. Thomas W. Harvey
(Please Print)

Title: Superintendent

Signature: Thomas W. Harvey Date: 11-5-2010